

GOVERNMENT OF NEPAL
MINISTRY OF FOREIGN AFFAIRS

TERMS OF REFERENCE
AMBASSADOR OF NEPAL

(Pursuant to the Ambassador Appointment Guidelines, 2075)

Issuing Authority	Ministry of Foreign Affairs, Government of Nepal
Position Title	Ambassador of Nepal / Permanent Representative
Position Level	Gazetted Special Class
Duty Station	[Host Country / International Organization – to be specified]
Tenure	Up to Four (4) years from date of joining
Application Deadline	5 June 2026, 1700 hours
Reference	Ambassador Appointment Guidelines, 2075 (as amended 2078 & 2079)

1. Background and Context

Nepal's foreign policy is anchored in the principles of non-alignment, respect for the sovereignty and territorial integrity of all nations, United Nations Charter, and the promotion of world peace. Safeguarding of the freedom, sovereignty, territorial integrity, nationality, independence and dignity of Nepal, the rights of the Nepalese people, border security, economic wellbeing and prosperity are basic elements of Nepal's national interest. In pursuance of our national interest, the Government of Nepal maintains diplomatic missions and permanent representations in foreign countries and at international organizations.

The Ministry of Foreign Affairs, exercising authority conferred under Section 45 of the Good Governance (Management and Operation) Act, 2064, has established the Ambassador Appointment Guidelines, 2075 (most recently amended in 2079 B.S.) to regulate the appointment, duties, and terms of service of Ambassadors, Permanent Representatives, and Special Representatives.

The Ministry hereby invites applications from qualified and eligible Nepali citizens for appointment to the position of Ambassador of Nepal to various countries.

2. Position Overview

The Ambassador of Nepal serves as the highest-ranking diplomatic representative of the Government of Nepal in the receiving state or international organization. The Ambassador is accredited to the Head of State of the receiving country and is responsible for the overall conduct of Nepal's bilateral relations, protection and promotion of national interests, and advancement of Nepal's foreign policy objectives.

The position carries the rank and status equivalent to a Special Class (*Bishishta Shreni*) officer of the Government of Nepal/Nepal Foreign Service and operates under the general direction and guidance of the Ministry of Foreign Affairs, Kathmandu.

3. Key Objectives

- Represent and advance Nepal's national interests, foreign policy positions, and diplomatic goals in the host country or organization.
- Strengthen bilateral, multilateral, and regional relations in the political, economic, trade, cultural, and people-to-people domains.
- Protect the rights and welfare of Nepali nationals residing in, or transiting through, the host country.
- Promote Nepal's development objectives, including foreign direct investment, Official Development Assistance (ODA), and technical cooperation.
- Enhance Nepal's international image and position on global issues including climate change, sustainable development, and human rights.

4. Duties and Responsibilities

4.1 Diplomatic and Political

- Present Credentials (Letters of Credence) to the Head of State of the receiving country.
- Represent the Government of Nepal in all official dealings with the receiving state's government, diplomatic corps, and international community.
- Conduct negotiations, engage in diplomatic dialogue, and sign agreements and treaties as authorized by the Government of Nepal.
- Observe, analyze, and report on political, economic, social, and strategic developments in the host country that may affect Nepal's interests.
- Advocate for Nepal's positions in bilateral and multilateral forums and international organizations.
- Maintain strict confidentiality on all sensitive matters and comply with diplomatic protocol and conduct befitting of Nepal's representative.

4.2 Economic and Trade Diplomacy

- Actively promote Nepal as an investment destination and facilitate foreign direct investment from the host country.
- Identify and facilitate trade, tourism, and business opportunities for Nepali enterprises.
- Coordinate with relevant authorities to mobilize Official Development Assistance (ODA), grants, and technical cooperation for Nepal's priority sectors.
- Liaise with multilateral development banks, UN agencies, and other international financial institutions as relevant.

4.3 Consular Affairs and Diaspora Engagement

- Oversee the provision of consular services including passport issuance, visa facilitation, and notarial services to Nepali citizens.
- Provide protection and assistance to Nepali nationals in distress, including in emergencies, labour disputes, detention, or other crises.

- Engage with and mobilize the Nepali diaspora community to strengthen ties with Nepal and contribute to its development.
- Coordinate with the host country's authorities on migration-related matters and bilateral labour agreements where applicable.

4.4 Cultural and Public Diplomacy

- Promote Nepali culture, arts, heritage, tourism, and soft power in the host country through cultural programs, events, and media engagement.
- Engage with civil society, academic institutions, think tanks, and media to build a positive image of Nepal.
- Commemorate national day along with other designated days such as International wellness Day, Everest Day with appropriate public events.

4.5 Mission Administration and Reporting

- Lead, manage, and provide direction to all diplomatic, administrative and local staff of the Mission.
- Ensure effective management of the Mission's financial, human, and physical resources in compliance with Government of Nepal rules and regulations.
- Submit timely and substantive political, economic, and other reports to the Ministry of Foreign Affairs as required.
- Travel outside the duty station only with prior approval from the Ministry of Foreign Affairs.
- Act in accordance with the Code of Conduct established by the Ministry and uphold the dignity of the position at all times.

5. Minimum Eligibility Criteria

In accordance with Clause 3 (*chha*) of the Ambassador Appointment Guidelines, 2075, an applicant must meet ALL of the following criteria:

#	Eligibility Requirement
1	Must be a Nepali citizen of at least 35 years of age.
2	Must hold a minimum of a Bachelor's degree from a university recognized by the Government of Nepal.
3	Must not have been dismissed from government service or declared disqualified for future government employment.
4	Must not hold any permanent or temporary residency permit or immigration benefit of a foreign country.
5	Must not have been convicted by a court of law for any offence involving corruption or moral turpitude.
6	Must have experience in Nepal's foreign policy, international relations, or bilateral/multilateral diplomacy and be capable of representing Nepal.
7	Must have knowledge and/or experience relevant to key functions to be performed in the country or organization of posting.
8	Must have a good command of the English language. (Knowledge of the host country's official language is an added advantage.)

9	Must not have any conflict of interest or vested interest of any kind in the country of proposed posting.
10	Must not be currently employed by any non-governmental organization funded by international or foreign assistance.
11	Must be of high moral character and ethical standing.
12	Must not be on any blacklist maintained by the Government of Nepal or other international bodies.
13	If previously appointed to a salaried position by a foreign state, must have completed at least 10 years since leaving that role.
14	Must have knowledge of the Vienna Convention on Diplomatic Relations and Consular Relations, and related international diplomatic practices.

6. Preferred Qualifications and Competencies

In addition to the minimum criteria, the following qualifications and competencies are desirable and will strengthen a candidature:

6.1 Education and Expertise

- Postgraduate degree (Master's or higher) in International Relations, Political Science, Law, Economics, Public Administration, or a relevant field.
- Specialized training or certification in diplomacy, international trade, or multilateral negotiations.
- Academic publication, research, or significant scholarly contribution to fields relevant to Nepal's foreign policy.

6.2 Professional Experience

- Significant experience, in leadership positions, in senior government, diplomatic, or corporate organizations, non-government organizations or public service roles at national or international level.
- Demonstrated track record in bilateral or multilateral negotiations, treaty-making, or international legal frameworks.
- Prior posting or assignment in the proposed host country or region is advantageous.
- Experience in trade promotion, investment facilitation, or economic diplomacy.
- Familiarity with United Nations systems, international financial institutions, or regional bodies (SAARC, BIMSTEC, etc.) where applicable.

6.3 Leadership and Management

- Proven ability to lead, inspire, and manage diverse teams in complex and multicultural environments.
- Strong record of strategic thinking, planning, and effective decision-making.
- Sound financial management and administrative oversight experience.

6.4 Communication and Interpersonal Skills

- Excellent written and oral communication skills in Nepali and English; proficiency in the host country's language is a significant advantage.

- Demonstrated ability to build and maintain relationships with senior government officials, political leaders, business leaders, civil society, and the diplomatic community.
- Experience in media engagement, and public diplomacy.

6.5 Personal Attributes

- Highest standards of integrity, probity, and professionalism.
- Sound political judgment and sensitivity to cross-cultural dynamics.
- Adaptability, resilience, and willingness to work in a demanding international environment.
- Commitment to inclusive governance, gender equality, and sustainable development principles.

7. Appointment Process

The appointment of the Ambassador shall follow the process prescribed in the Ambassador Appointment Guidelines, 2075:

Step	Stage	Description
1	Initiation	Ministry of Foreign Affairs initiates the process. Calls recommendations of names.
2	Candidate Identification	Ministry prepares a preliminary list of potential candidates and conducts an initial screening.
3	Shortlisting	Ministry shortlists eligible candidates based on merit, qualifications, and suitability for the specific posting.
4	Recommendation	Candidates recommended to the Council of Ministers. The Council of Ministers/Cabinet nominates ambassador and recommends for Parliamentary Hearing.
5	Parliamentary Hearing	Recommended candidates appear before the Parliamentary Hearing Committee of the Federal Parliament.
6	Agrément	Ministry seeks the consent (agrément) of the receiving state for the proposed Ambassador.
7	Appointment	Following receipt of agrément, the President of Nepal formally appoints the Ambassador upon recommendation of the Council of Ministers.
8	Oath of Office	The Ambassador takes the Oath of Office and Secrecy before the Prime Minister as per Schedule 1 of the Guidelines.

8. Tenure, Remuneration, and Benefits

8.1 Tenure

- The tenure of the Ambassador shall be four (4) years from the date of joining the post.
- The Government of Nepal may recall the Ambassador before the completion of tenure if deemed necessary, without obligation to provide reasons beyond what is required by law.
- Re-appointment to the same post for a second consecutive term is not permitted.

- The Government may recall the Ambassador before tenure completion upon recommendation of the Ministry based on: voluntary resignation; expiry of tenure; government recall decision; host country's expression of displeasure (persona non grata); or death.

8.2 Remuneration

- The Ambassador's salary shall be equivalent to that of a Gazetted Special Class officer of the Government of Nepal.
- Salary shall be effective from the date of joining the post in the host country.
- Foreign allowances and other benefits shall be determined by the Government of Nepal as prescribed from time to time.

8.3 Leave Entitlement

- Ambassadors shall be entitled to leave equivalent to that applicable to Special Class government officers.
- Foreign allowances shall not be payable for continuous leave exceeding 30 days at a time.

8.4 Other Administrative Arrangements

- Upon completion of tenure, the Mission's Deputy Chief of Mission or the most senior available diplomatic officer shall assume charge as Charge d' Affaires a.i.
- The Ambassador's terms of service in all matters not covered by these Guidelines shall be governed by applicable Government of Nepal laws and regulations.

9. Control, Accountability, and Reporting

- The Ambassador shall work under the general direction and policy guidance of the Ministry of Foreign Affairs, Kathmandu.
- The Ambassador shall comply with diplomatic, financial, and administrative policy directives issued by the Ministry from time to time.
- The Ambassador shall submit substantive and timely reports to the Ministry on all important matters immediately, and on other matters on a monthly basis.
- Performance of the Ambassador shall be evaluated by the Ministry based on the agreed job description and key deliverables.
- The Ministry regularly convenes the Ambassador for consultations at virtual format and it may convene in Kathmandu or at regional venues as required.
- The Ambassador is required to maintain a high standard of conduct as prescribed in the Code of Conduct established by the Ministry.

10. Application Requirements

Interested candidates who meet all eligibility criteria are requested to submit the following documents to the Ministry of Foreign Affairs at the Secretariat of the Minister or by completing the online form. :

- Completed Application Form (available at the Ministry of Foreign Affairs or on the official website).
- Detailed Curriculum Vitae (CV) / Bio-data, including a comprehensive account of professional experience, academic qualifications, publications, and public service history.

Incomplete applications or those received after the deadline will not be considered. Only shortlisted candidates will be contacted for further process.

11. General Conditions

- The Government of Nepal reserves the right to modify, cancel, or extend the application process at any stage without assigning any reason.
- Being shortlisted or recommended does not confer any right to appointment. Final appointment is at the sole discretion of the Government of Nepal, subject to agrément from the receiving state.
- Any canvassing or influencing of the selection process in any manner shall disqualify the applicant.
- The Guidelines and this TOR are subject to amendment by the Government of Nepal; the prevailing Guidelines shall always take precedence.
- All information provided in the application shall be treated as confidential. Deliberate misrepresentation shall result in immediate disqualification and may attract legal consequences.
- Applicants currently serving in government positions must obtain No Objection Certificate (NOC) from their parent Ministry/Department.

13. Contact and Further Information

Address	Ministry of Foreign Affairs, Singha Durbar, Kathmandu 44600, Nepal
Telephone	+977-1-4200183 / 4200184
Website	www.mofa.gov.np
Email	fmo@mofa.gov.np
Office Hours	Sunday–Friday, 9:00 AM – 5:00 PM (Nepal Standard Time)